

# Online Application Process for Applicants that have applied since July 2009

Instructions to access the new online application system:

- Go to the City of West Des Moines website at [www.wdm.iowa.gov](http://www.wdm.iowa.gov) and click on Employment (located at very top of page in green)
- Click on **Job Postings** on left side of page
- Click on the position you wish to apply for
- Click on **City of West Des Moines Online Application System** link
- Review the positions available
- Click on **Click Here for Candidate Login**
  - If you know your candidate code and password, enter this information and log in.
  - If you have received an email with your candidate number but not sure of your password, follow the instructions under **Forgot Your Password** to have your password emailed to you.
  - If you do not have your candidate number, please contact Human Resources (515-222-3616) to get your candidate number, then follow the instructions under **Forgot Your Password** to have your password emailed to you.
  - If Human Resources is unable to locate a candidate number for you, Click on **Are you a new candidate? Make sure to use your legal name and use a valid email** as information will be sent to you via email about required assessments and updates on the jobs.
- Follow the instructions on the screen to complete your profile. Once you are to the main menu, be sure to apply for the positions you are interested in. You may edit your information by clicking on the individual links on the left side of the main menu.

A computer is available in Human Resources at: 4200 Mills Civic Pkwy Suite 2A  
Monday – Friday from 8 am – 5 pm | 515-222-3616

You may also access the online application software at the  
West Des Moines Library during normal business hours.